



## APPLICATION FOR DEPARTMENT REVIEW OF PLAT

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Today's Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

1)	Property Owner's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			

2)	Petitioner's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			

3)	Agent's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			

**PROPERTY OWNER MUST SIGN AFFIDAVIT.  
WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

\_\_\_\_\_  
PROPERTY OWNERS' SIGNATURE

\_\_\_\_\_  
AGENT'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_.

Sworn to (or affirmed) and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_.

Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_

Type of Identification  
Produced \_\_\_\_\_

Type of Identification  
Produced \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
NOTARY SEAL

\_\_\_\_\_  
NOTARY SEAL

## SURVEYOR'S CHECKLIST

Project Name: \_\_\_\_\_

Name of Surveyor Preparing Plat \_\_\_\_\_ Phone \_\_\_\_\_

Check Box	Item to Complete	Check Box	Item to Complete
	Original Drawing: Mylar ____ Linen ____		Contiguous property (Unplatted or Subdivision name, Plat book & page no.)
	Black Drawing Ink		Replat of: _____
	Sheet Size (22½ x 27)		Lot and block numbers (must be sequential)
	Margins (3" left, ½" other)		Block corner radii dimensions
	Sheet No. (Individual & total)		Curvilinear lot data (note lot and boundary line radial or not)
	Match Lines		Bearings or angles (to nearest second)
	Scale (Stated & Graphic)		Street centerlines (distance, angle or bearing, curve data)
	Name		Parks & recreational parcels, conservation areas
	North Arrow		Interior excepted parcels
	Bearing Reference (Based on a specific line)		Purpose and maintenance responsibility of dedicated areas, tracts, & granted easements
	P.R.M.'s (Set in field and labeled on plat)		Closure (calculation checks)
	P.C.P.'s (Intersection of street C/D's, P.C.'s, P.T.s, P.R.C.'s, P.C.C.'s; max. 1000' apart)		Certificate of title/title opinion
	Section, Township, Range or Land Grant		Declaration of covenants, conditions and restrictions
	City, town, village, county and state		Signed and sealed boundary survey of platted area
	Legal description		Legend of all symbols and abbreviations
	Dedications and Approvals (see attached example)		Vicinity Map
	Surveyor's certificate (see attached example)		Please submit Cadd drawing in AutoCAD release 2004 or 2007 format
	Section & quarter section lines, corners		<b>"NOTICE:"</b> Statement
	Point of Beginning - Indicate as P.O.B.		
	Streets (Locations, widths, names)		
	Easements granted (location, width, and use)		

I have reviewed the above checklist for compliance with the plat being submitted.

SURVEYOR'S SIGNATURE

DATE

## **CHECKLIST FOR DEPARTMENTAL REVIEW OF PLAT**

### **(REVIEW BY CITY DEPARTMENTS)**

The following information is required to be submitted when applying for PLAT APPROVAL:

1.     \_\_\_ Filing fee - \$700 + \$2.50 per lot. (Make check payable to CITY OF LEESBURG).
2.     \_\_\_ General application form (page 1).
3.     \_\_\_ Surveyor's checklist completed and signed by surveyor preparing plat (page 2).
4.     \_\_\_ CERTIFICATES & APPROVALS containing all information shown on attached example  
(Information shall include surveyor's signature, date, seal, and registration number and  
dedication of streets, easements, etc.
5.     \_\_\_ All requirements of the most current year Florida Statutes (F.S.) Chapter 177 included on  
plat. **PLATS WILL BE RETURNED WITHOUT COMMENT IF NOT IN FINAL FORM.**
6.     \_\_\_ TITLE CERTIFICATION per F.S. 177.041.
7.     \_\_\_ List of DEED RESTRICTIONS that may be on the property before and/or after platting.
8.     \_\_\_ Original Plat plus THREE (3) copies for distribution to city departments.

#### PROCEDURES:

1.     The Planning & Zoning Division will distribute plat to all departments for review & approval.
2.     After approval has been received from all departments, the applicant or owner must make  
application to the Planning & Zoning Commission for plat approval. This application must be filed  
with Leesburg Planning & Zoning Division.

## DEPARTMENTAL CHECKLIST FOR "PLATS"

Project Name: \_\_\_\_\_

Developer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Item	Submission	# 1	# 2	# 3
Original Drawing: Mylar ____ Linen ____				
Black Drawing Ink				
Sheet Size (22½ x 27)				
Margins (3" left, ½" other)				
Sheet No. (Individual & total)				
Match Lines				
Scale (Stated & Graphic)				
Name				
North Arrow				
Bearing Reference (Based on a specific line)				
P.R.M.'s (Set in field and labeled on plat)				
P.C.P.'s (Intersection of street C/D's, P.C.'s, P.T.s, P.R.C.'s, P.C.C.'s; max. 1000' apart)				
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City, town, village, county and state				
Legal description				
Dedications and Approvals				
Surveyor's certificate				
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